

## COMMISSIONER OF LABOR RELATIONS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for functioning as chief negotiator for Erie County in matters involving contractual agreements on terms and conditions of employment between the County and various employee groups under the provisions of the Taylor Law. This is a professional/administrative position responsible for all facets of labor relations including negotiations, contract administration and grievance administration and arbitration hearings. Supervision is exercised over lower level administrative and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Meets with employee negotiating teams as spokesman for the County, presenting counter-proposals and bargaining over employee demands;  
Maintains complete files on all matters pertaining to collective negotiations, contracts, appeals, comparative salary and fringe benefits data, and other matters pertaining to employer-employee relations;  
Investigates, evaluates and recommends grievance settlements to appropriate supervisor;  
Meets regularly with department heads and supervisors to review application of agreement and its terms;  
Represents the County Executive at all meetings with employee groups and employee representatives and prepares summary reports of such meetings.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the general principles, practices, and procedures used in collective negotiations; thorough knowledge of the principles and practices used in modern public personnel administration; good knowledge of modern public relations techniques; ability to maintain harmonious and effective working relationships with employer and employee working groups; ability to interpret, analyze and recommend solutions in grievance disputes; ability to perform basic research and to prepare detailed reports; ability to meet and deal with people effectively; ability to present clear and concise oral and written reports of findings and recommendations; tact; courtesy; industry and dependability; neatness of appearance; physically capable of performing the essential functions of the position with or without reasonable accommodation.

### **SUGGESTED MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six (6) years of experience in labor negotiations, personnel administration or related fields; or
- B) A Master's degree and five (5) years of experience in labor negotiations, personnel administration or related fields; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.